

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, January 12, 2023 – 3:00 PM

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL

Pamela Bennetts, Chairman  
Don Smith, Vice Chairman  
Larry Slayton, Secretary  
Tom Reed, Treasurer  
Laurie Lockhart, Director

Staff present:

C. PUBLIC PRESENT:

D. PUBLIC COMMENT: EACH SPEAKER IS LIMITED TO 5 MINUTES

*NOTE: This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. Persons may address the Board at this time on any subject within the jurisdiction of the Township #2 Cemetery District. Public comment is limited to 5 minutes per person.*

**Is there any person who wishes to address the board at this time?**

E. MINUTES of the December 8, 2022 regular meeting

F. FINANCIAL REPORT

G. OFFICE MANAGER'S REPORT

H. GROUNDS MANAGER'S REPORT

*Notice to the public: The public may comment on any agenda item before a vote. Limited to 5 minutes per person I.*

I. UNFINISHED BUSINESS

1. Discuss updates & possible action on new "Cemetery Sign" out by the road.
2. Discuss updates on new proposed Columbarium and surrounding areas.

J. NEW BUSINESS

1. Discussion & possible action on modified drawing of curbing and policy for Section 8 (Allen Hill/Family Plot)
2. Discussion to consider allowing upright statues with the ability to hold cremains in Section 8 (Allen Hill), Family Plots.

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, December 8, 2022 – 3:00 PM

**MINUTES**

- A. CALLED TO ORDER at 3:00 pm
- B. ROLL CALL
1.  Pamela Bennetts, Chairperson
  2.  Don Smith, Vice Chair
  3.  Tom Reed, Treasurer
  4.  Larry Slayton, Secretary
  5.  Laurie Lockhart, Director [Excused]
- Staff present:  Paul Muschetto  Crystal LaBarre
- C. PUBLIC PRESENT: 1
- D. PUBLIC COMMENT: None
- E. MINUTES of the 11/10/2022 regular meeting  
Motion by Tom Reed to accept minutes of 11/10/2022 meeting; 2nd by Don Smith;  
4 Ayes 0 Noes
- F. FINANCIAL REPORT
1. Expenditures 10/28/2022 \$6,089.83. 11/30/2022 \$6,497.85
  2. General Account Balance 11/30/2022 \$107,279.42
  3. Endowment Fund Balance 11/30/2022 \$65,756.15
  4. Special Project Reserve Account 11/30/2022 \$187,286.73
- Motion to accept Financial Report by Larry Slayton; Second by Don Smith; Ayes 4 Noes 0
- G. OFFICE MANAGER'S REPORT
1. **Plot Sales: 5** – 0 Columbarium Niches, 1 Cremains on Existing Plot, 0 Cremains on Lawn Plot, 4 Casket Plot, 0 Natural Plot, 0 Mausoleum (Cremains)
  2. **Burials for month: 2**– 1 Casket, 1 Cremains, 0 Natural Burial
  3. Reviewed Curbing cost updates. Board directed to get quote for smooth 6" curbing and also for the curbing with columns that have 8"end cap. Put updated curbing requirements on next month's agenda.
  4. GSRMA Letter for self-nomination for Special District Rep for GSRMA Board.
  5. Board directed not to join the Public Cemetery Alliance.
  6. Board directed to join IBCA for \$50 since we have been members in the past.
  7. ACES Waste increased rate about \$2.68 a month.
  8. Letter from Amador County stating that we could see a change in our tax revenue due to the Intercounty Disaster Relief.
- H. GROUNDS MANAGER'S REPORT – Need to purchase a couple more fence posts for the fencing around Harmony Grove (Natural Burial).
- I. UNFINISHED BUSINESS:
1. Updates on Cemetery Sign; Pam is doing research on who built the IBCA brick sign. Someone recommended Rick Kreth. Don went to Sandy Gulch in West Point. They suggested a 3'x7' sign. Brought a sample of a distressed redwood sign with lettering in lead paint. It would be double sided and cost \$2,500. Don also showed a couple computer print-outs of a smooth finished sign. Board liked the thinner font. Don to get paint samples and price quotes. Further discussion to have street number on brick column facing the highway. Talked about having solar lighting on the sign.
  2. No updates on proposed Columbarium and surrounding areas.
- J. NEW BUSINESS: None
- K. ADJOURNMENT: Time 3:52pm.  
Motion by Tom Reed; Second by Don Smith; Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

# FINANCIAL REPORT

## Balance Sheet Fiscal Year 2022-2023

JULY-DEC			91.67%	83.33%	75%	66.67%	58.33%	50%		
Acct #	Account	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Balance Jul-Dec	Remain Budg
50100	Salary	\$ 40,000.00	\$ 3,275.00	\$ 3,080.00	\$ 3,505.00	\$ 2,985.00	\$ 3,115.00	\$ 3,500.00	\$ 20,540.00	51.35%
50310	FICA	\$ 2,480.00	\$ 250.53	\$ 235.62	\$ 268.14	\$ 228.34	\$ 238.30	\$ 270.00	\$ 989.07	39.88%
50400	Group Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
50500	Worker's comp	\$ 1,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	100.00%
50600	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Total Employee Exp</b>	<b>\$ 44,430.00</b>	<b>\$ 3,525.53</b>	<b>\$ 3,315.62</b>	<b>\$ 3,773.14</b>	<b>\$ 3,213.34</b>	<b>\$ 3,353.30</b>	<b>\$ 3,770.00</b>	<b>\$ 23,479.07</b>	<b>52.85%</b>
51000	Agricultural/Landscaping	\$ 6,000.00	\$ -	\$ 1,299.80	\$ 188.00	\$ 72.15	\$ -	\$ 1,222.00	\$ 3,218.05	53.63%
51110	Clothing & Per Supp	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18.31	\$ 231.69	92.68%
51500	Ins	\$ 3,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700.00	100.00%
51700	Main: Equip	\$ 1,000.00	\$ 43.26	\$ 75.37	\$ 117.03	\$ 34.45	\$ 86.88	\$ 36.50	\$ 606.51	60.65%
51800	Main: Bldgs/Improv	\$ 1,200.00	\$ 95.21	\$ -	\$ -	\$ 17.43	\$ -	\$ -	\$ 1,087.36	90.61%
52200	Office Supp	\$ 1,800.00	\$ 81.04	\$ 588.26	\$ 128.20	\$ 186.88	\$ 82.17	\$ 22.36	\$ 711.09	39.51%
52300	Prof & Spec Serv	\$ 10,000.00	\$ 430.00	\$ 310.00	\$ 55.00	\$ 853.00	\$ 1,522.00	\$ 150.00	\$ 6,680.00	66.80%
52328	Audits	\$ 6,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00	100.00%
52364	Conferences	\$ 1,200.00	\$ (40.00)	\$ -	\$ -	\$ 352.90	\$ -	\$ -	\$ 887.10	73.93%
52400	Publications/Legal Notices	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ 715.00	95.33%
52483	Stipends	\$ 6,000.00	\$ 525.00	\$ 315.00	\$ 420.00	\$ 315.00	\$ 420.00	\$ 420.00	\$ 3,585.00	59.75%
52500	Rents, Leases, Equip	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%
52700	Minor Equip	\$ 1,500.00	\$ 279.07	\$ -	\$ 260.00	\$ 56.11	\$ -	\$ 495.10	\$ 409.72	27.31%
52800	Spec Depart Exp	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%
53000	Utilities	\$ 7,000.00	\$ 656.28	\$ 808.26	\$ 1,110.02	\$ 988.57	\$ 616.80	\$ 608.68	\$ 2,211.39	31.59%
	<b>Total Serv/Supp</b>	<b>\$ 47,900.00</b>	<b>\$ 2,069.86</b>	<b>\$ 3,396.69</b>	<b>\$ 2,278.25</b>	<b>\$ 2,876.49</b>	<b>\$ 2,727.85</b>	<b>\$ 3,007.95</b>	<b>\$ 31,542.91</b>	<b>65.85%</b>
56110	Bldgs & Improv	\$ 1,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	33.33%
56180	Capital Improv Maj Proj	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	100.00%
56200	Equip	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	100.00%
	<b>Total Fixed Assets</b>	<b>\$ 18,500.00</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,500.00</b>	<b>94.59%</b>
	<b>TOTAL ALL CAT.</b>	<b>\$ 110,830.00</b>	<b>\$ 6,595.39</b>	<b>\$ 6,712.31</b>	<b>\$ 6,051.39</b>	<b>\$ 6,089.83</b>	<b>\$ 6,081.15</b>	<b>\$ 6,777.95</b>	<b>\$ 72,521.98</b>	<b>65.44%</b>
		<b>BALANCES</b>			<b>REVENUE</b>					
	<b>AS OF</b>	<b>GEN ACCT/Endow</b>		<b>added since previous balance</b>				<b>Total Revenue</b>	<b>Proj Reserve</b>	
	8/24/2022	\$ 156,787.90	\$ 64,799.62	Int \$165.73; Misc \$710				\$ 875.73	\$ 147,242.99	
	9/23/2022	\$ 153,596.53	\$ 65,115.87	Misc \$1470; IVMD \$800				\$ 2,270.00	\$ 146,987.99	
	10/26/2022	\$ 111,400.64	\$ 65,490.87	IVMD \$400; Misc \$3150				\$ 3,550.00	\$ 186,987.99	
	11/30/2022	\$ 107,279.42	\$ 65,756.15	CurrUnsec \$2172.74; Int \$746.59; IVMD \$400; Misc \$630				\$ 3,949.33	\$ 187,286.73	
	12/29/2022	\$ 116,646.84	\$ 66,281.15	CurrSec \$6,192; Misc \$8,770				\$ 14,962.00	\$ 187,286.73	
								<b>TOTAL</b>	<b>\$ 25,607.06</b>	<b>\$ 187,286.73</b>

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
12/29/22	50100	Salary	Actual	Salaries	\$ 3,115.00	\$ 3,115.00
12/29/22	50310	FICA	Actual	FICA	\$ 238.30	\$ 238.30
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
	51000	Agri & Landscape				
	51000	Agri & Landscape	Clark Pest Control	Spray for bugs		
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ -
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
11/4/22	51700	Main & Equip	Twnshp #2 Reimbursement	Chevron/Texaco Gasoline	\$ 60.02	
11/18/22	51700	Main & Equip	Twnshp #2 Reimbursement	Chevron/Texaco Gasoline	\$ 26.86	
	51700	Main & Equip				
	51700	Main & Equip				\$ 86.88
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ -
11/18/22	52200	Office Supplies	Quill	Air Freshener, canisters/batt mausole	\$ 82.17	
	52200	Office Supplies				
	52200	Office Supplies				
	52200	Office Supplies				\$ 82.17
11/10/22	52300	Prof & Spec Serv	CAPC	Annual dues	\$ 67.00	
11/10/22	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
11/10/22	52300	Prof & Spec Serv	Amador Tree Service	Remove dead oak	\$ 1,400.00	\$ 1,522.00
	52328	Audits				\$ -
	52400	Pub/Legal Notices				\$ -
11/10/22	52483	Stipends*	B/R/SI/Sm	November	\$ 420.00	\$ 420.00
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip				\$ -
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
	53000	Utilities	Aces Waste Serv	Dump charge		
11/4/22	53000	Utilities	Amador Water Agency	#006405-001 Raw Water	\$ 445.16	
11/10/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
11/18/22	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 64.18	
	53000	Utilities	Ooma	Phone		
11/4/2022	53000	Utilities	AT&T	Internet	\$ 63.49	
	53000	Utilities	Pinnacle Alarm	Quarterly		
	53000	Utilities	PG&E	Elec		\$ 616.80
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				\$ -
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				\$ -
	56200	Equipment				\$ -
					<b>TOTAL</b>	<b>\$ 6,081.15</b>
						<b>\$ 6,081.15</b>

\*B=Bennets L=Lockhart R=Reed SI=Slayton Sm-Smith

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
	50100	Salary	Estimate	Salaries	\$ 3,500.00	\$ 3,500.00
	50310	FICA	Estimate	FICA	\$ 270.00	\$ 270.00
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
12/2/22	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$ 94.00	
12/16/22	51000	Agri & Landscape	Clark Pest Control	Spray for weeds	\$ 1,128.00	
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ 1,222.00
12/16/22	51110	Clothing & Pers Supp	Ione Ace Hardware	work gloves	\$ 18.31	\$ 18.31
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
12/16/22	51700	Main & Equip	Twnshp#2	Chevron gasoline	\$ 25.73	
12/16/22	51700	Main & Equip	Ione Ace Hardware	Weedeater oil	\$ 10.77	
	51700	Main & Equip				
	51700	Main & Equip				\$ 36.50
	51800	Main-Bldgs/Improv	Ione Ace Hardware	Air filter for office		
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ -
12/16/22	52200	Office Supplies	Ione Ace Hardware	Keys & rings for mausoleum	\$ 22.36	
	52200	Office Supplies				
	52200	Office Supplies				
	52200	Office Supplies				\$ 22.36
12/2/22	52300	Prof & Spec Serv	Sierra Foothill Fire Ext Service	3 ext. serviced	\$ 45.00	
12/16/22	52300	Prof & Spec Serv	IBCA	Yearly membership fee	\$ 50.00	
12/9/22	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	\$ 150.00
	52328	Audits	Cathy Castillo	Review of financials		\$ -
	52364	Conferences				\$ -
12/16/22	52400	Pub/Legal Notices	Twnshp#2	Business cards (Canva)	\$ 35.00	\$ 35.00
12/9/22	52483	Stipends	B/R/SI/Sm	December	\$ 420.00	\$ 420.00
	52500	Rents, Leases, Equip				\$ -
12/16/22	52700	Minor Equip	Holland Supply	Vases, zinc rings	\$ 495.10	
	52700	Minor Equip				\$ 495.10
	52800	Spec Dept Exp				\$ -
12/2/22	53000	Utilities	PG&E	Elec	\$ 88.86	
12/23/22	53000	Utilities	Amador Water Agency	Serv Charge & Debt Serv charge	\$ 64.18	
12/16/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
12/16/22	53000	Utilities	Amador Water Agency	006405-001 (Raw Water)	\$ 211.25	
12/2/2022	53000	Utilities	Twnshp#2 Ooma	Phone	\$ 27.44	
12/23/2022	53000	Utilities	Twnshp#2 Ooma	Phone	\$ 27.44	
12/9/2022	53000	Utilities	AT&T	Internet	\$ 53.50	
	53000	Utilities	Pinnacle Alarm	Quarterly		
12/23/2022	53000	Utilities	PG&E	Elec	\$ 92.04	\$ 608.68
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				\$ -
	56110	Bldgs & Improv				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				\$ -
	56200	Equipment				\$ -
<b>TOTAL</b>					<b>\$ 6,777.95</b>	<b>\$ 6,777.95</b>

\*B=Bennets L=Lockhart R=Reed SI=Slayton Sm-Smith